



DPS

Defense Personal Property System

Joint Program Management Office
Household Goods Systems

“Smart Book”

DPS Operations Checklist



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Foreword

This Defense Personal Property System (DPS) Smart Book is for use by Department of Defense (DOD) Transportation Offices, United States Coast Guard Transportation Offices, and Transportation Service Providers (TSP). It is specifically targeted to assist Personal Property Processing and Personal Property Shipping Offices (PPPO/PPSO) and TSPs in operating successfully in DPS.

This Smart Book is effective from 10 May, 2009 through 10 June 2009 unless superseded.

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DPS Operation Checklist



DPS Operation Checklist

The below checklist will assist PPSOs/PPPOs transitioning from TOPS to DPS.

1. ____ Identify **DPS user roles for PPSOs/PPPOs** under the following:

A. Transportation Office (select one of the following functions)

- ____ Transportation Officer (read only, except PPCIG and ad hoc reports)
- ____ Outbound Supervisor (Counseling & Shipment Management functions)
- ____ Outbound
- ____ Inbound
- ____ Quality Assurance
- ____ Claims
- ____ Electronic Billing and Payment
- ____ PPCIG Manager

B. Counseling Office (must coordinate with prospective PPCIG Managers)

- ____ Review DPS access instructions in the PPCIG guidance located on the SDDC website, at www.sddc.army.mil, **DP3, Defense Personal Property System (DPS), DPS PPCIG, titled: DPS PPCIG Implementation Plan.**

2. ____ Register for DPS user ID and password via the **Electronic Transportation Acquisition (ETA) system** at www.eta.sddc.army.mil.

NOTE: User roles are given access for their responsibility only. Ensure that ETA user IDs and passwords are requested for each individual role and function. A user role matrix, which identifies user role and privileges, has been disseminated to Service HQ.

4. ____ Complete the **learning management system within DPS** (DPS Analytics, Counseling, Shipment Management, etc.), prior to system module availability. This is completed by logging into DPS, clicking the “Training” tab, launching/viewing the multimedia, and taking the test for each module.

5. ____ Review/print the **DPS User Guides** by selecting the “Training” tab.

6. ____ Review/print the **PPSO related DP3 Business Rules** located on the USTRANSCOM website, http://www.transcom.mil/j5/pt/dtr_part_iv.cfm



Part IV, Appendix U, located at the bottom of the webpage.

7. ____ Review/print the **TSP related DP3 Business Rules** located on the SDDC website, www.sddc.army.mil, DP3, Business Rules Attachments.
8. ____ Services may limit DPS shipments between selected DPS GBLOC sites, pending service specific rollout guidance. Participating DPS GBLOC sites should screen outbound shipments destined for one of the participating DPS GBLOCs. If eligible, the DPS origin GBLOC site should process the shipment in DPS. Check www.move.mil for updated GBLOC site readiness.
9. ____ All sites should review the DPS Deployment Standard Operating Procedures (SOP) recently released by this office. This SOP is located in this Smart Book and includes the following:
 - Responsibilities of the counseling office, PPSO, and TSP
 - PPCIG PPSO/counseling office guidance